



AGENDA ITEM 6B

MEETING: September 21, 2016
TO: Humboldt LAFCo Commissioners
FROM: George Williamson, Executive Officer
SUBJECT: **Year-End Financial Report for Fiscal Year 2015-16**
The Commission will review a year-end financial report of revenues and expenses for FY 2015-16. The report is being presented for information only.

BACKGROUND

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 mandates LAFCo operating costs shall be annually funded by affected counties, cities, and independent special districts on a one-third apportionment process. Apportionments for cities and special districts are further divided and proportional to each agency's total revenues as a percentage of the overall revenue amount collected in the county. LAFCOs are also authorized to establish and collect fees to offset agency contributions.

DISCUSSION

Humboldt LAFCo's adopted final FY 2015-16 budget for staffing and services/supplies totaled \$135,300. Budgeted revenues from intergovernmental contributions, service charges, and investments also totaled \$135,300. The county, cities and independent special districts allocations are collected by the Auditor.

Staffing services are allocated for legal fees, Task Order 1 (general staffing services), Task Order 2 (MSRs & SOI Updates); and Application Review (includes special dept. expense/contract services). Application review is 100% dependent on application fees, and listed separately below. Year-end actuals for 2015-16 are presented in the budget attachment. An operating expenditures comparison is provided below:

Year-End Expense Comparison	Adopted	Actual	Under/(Over)
Staffing (all but applications)	\$92,000.00	\$90,272.00	\$1,733.00
Staffing (application review)*	\$25,000	\$38,029.98	(\$12,342.43)
Services/Supplies	\$18,300.00	\$14,530.75	\$3,769.25

*Applications were budgeted at \$25,000, however fees deposited were \$46,166.18. Compared to deposits received, expenses were \$8,136.20 under this amount. Some application fees were deposited in prior years and all application expenses are tracked separately. In several cases, deposits not used for processing were refunded to applicants. All other staffing services, as well as services/supplies, were below budget when looking at overall totals, as shown above. Specific accounts that went over budget included #2116 (Postage), #2123 (Special Departmental Expense-Honorariums), #2125 (Transportation & Travel), and #2614 (Staff Development/Training).

RECOMMENDATION

Staff recommends the Commission receive and file this report as presented. The Commission is invited to discuss the item and provide direction to staff as needed.

Attachments Attachment A: FY 2015-16 Year-End Operating Budget

Humboldt LAFCo Operating Budget

Revenues:		FY 2014-15	FY 2014-15	FY 2015-16	FY 2015-16		FY 2016-17
#	Account Title	ADOPTED	ACTUAL	ADOPTED	ACTUAL	Under/(Over)	ADOPTED
Intergovernmental							
7E+05	Cities	35,684.00	35,684.00	36,567.00	36,567.01	(0.01)	36,567.00
7E+05	Special Districts	35,684.00	35,534.32	36,567.00	36,587.44	(20.44)	36,567.00
7E+05	County	35,684.00	35,684.00	36,566.00	35,684.00	882.00	36,566.00
Intergovernmental Total		\$ 107,052.00	\$ 106,902.32	\$ 109,700.00	\$ 108,838.45		\$ 109,700.00
Service Charges							
6E+05	Professional Services (Application Fees)	7,500.00	23,235.87	25,000.00	46,166.18	(21,166.18)	30,000.00
7E+05	Charges for Services	-	-	-	-	-	-
7E+05	Miscellaneous	-	-	-	-	-	-
Service Charges Total		\$ 7,500.00	\$ 23,235.87	\$ 25,000.00	\$ 46,166.18		\$ 30,000.00
Investments							
4E+05	Interest	450.00	699.56	600.00	759.76	(159.76)	600.00
Interest Total		\$ 450.00	\$ 699.56	\$ 600.00	\$ 759.76		\$ 600.00
Revenue Total		\$ 115,002.00	\$ 130,837.75	\$ 135,300.00	\$ 155,764.39		\$ 140,300.00
Expenses:		FY 2014-15	FY 2014-15	FY 2015-16	FY 2015-16		FY 2016-17
#	Account Title	ADOPTED	ACTUAL	ADOPTED	ACTUAL		ADOPTED
Staffing							
2255	Legal Fees	5,000.00	2,048.00	5,000.00	3,360.00	1,640.00	5,000.00
2118	Professional & Special Services (Task Order 1)	30,000.00	12,663.00	32,000.00	32,727.00	(727.00)	49,000.00
2118	Professional & Special Services (Task Order 2)	55,000.00	53,426.50	55,000.00	54,185.00	815.00	55,000.00
2118	Professional & Special Services (App Review)	7,500.00	27,961.90	25,000.00	37,342.43	(12,342.43)	30,000.00
2323	Special Dept Expense	-	-	-	587.55	(587.55)	-
2325	Contract Services	-	150.00	-	100.00	(100.00)	-
Staffing Total		\$ 97,500.00	\$ 96,249.40	\$ 117,000.00	\$ 128,301.98		\$ 139,000.00
Services and Supplies							
2106	Communications	300.00	155.40	300.00	155.40	144.60	200.00
2107	Duplicating	200.00	110.06	300.00	187.86	112.14	200.00
2110	Insurance	2,100.00	1,923.90	2,200.00	-	2,200.00	2,000.00
2115	Memberships	3,500.00	3,416.00	3,600.00	3,537.00	63.00	3,800.00
2116	Postage	102.00	84.69	100.00	429.17	(329.17)	100.00
2117	Office Supplies	100.00	50.64	100.00	6.06	93.94	100.00
2119	Publications & Legal Notices	1,000.00	884.40	1,000.00	585.51	414.49	750.00
2121	Rents & Leases - Structures	5,400.00	5,400.00	5,400.00	5,400.00	-	5,400.00
2123	Special Departmental Expense	500.00	660.00	500.00	660.00	(160.00)	700.00
2125	Transportation & Travel	400.00	867.60	400.00	523.01	(123.01)	600.00
2147	Media	400.00	200.32	400.00	148.26	251.74	400.00
2225	Transportation Out of County	2,500.00	1,574.33	3,000.00	1,602.96	1,397.04	4,000.00
2614	Staff Development & Training (Conference	1,000.00	600.00	1,000.00	1,295.52	(295.52)	2,000.00
Services and Supplies Total		\$ 17,502.00	\$ 15,927.34	\$ 18,300.00	\$ 14,530.75		\$ 20,250.00
Contingency/ Carryover							
2020	Contingency	-	-	-	-	-	-
Contingency Total		-	-	-	-		-
Expense Total		\$ 115,002.00	\$ 112,176.74	\$ 135,300.00	\$ 142,832.73		\$ 159,250.00
Operating Difference		\$ -	\$ 18,661.01	\$ -	\$ 12,931.66		\$ (18,950.00)
<i>(Negative Balance Indicates Use of Reserves)</i>							

Unreserved/Unrestricted Fund Balance		FY 2014-15	FY 2015-16
Beginning		\$ 64,916.41	\$ 83,727.61
Ending		\$ 83,727.61	\$ 96,659.27